

**SANDY CITY
APPROVED CLASS SPECIFICATIONS**

I.	<u>Position Title:</u> FCI (Family Crimes Intervention) Domestic Violence Therapist	<u>Revision Date:</u> 07/13
		<u>EEO Code:</u> Professional
		<u>Status:</u> Exempt (Prof.)
		<u>Control No:</u> 40428

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of a Police Captain and/or Administrative Sergeant serve as the Domestic Violence Therapist to the Police Department working with children and adults who have been victims of domestic violence and their families, coordinating services, and assisting individuals through the court process.

III. Essential Duties:

- Perform intakes and assessments to determine appropriate type and level of intervention needed.
- Develop and track individual and family treatment or crisis plans to address needs of youth and families and monitor their progress.
- Provide direct clinical services including crisis intervention, short term individual, family and group counseling, domestic violence treatment for perpetrators as well as victims, and substance abuse counseling according to assignment.
- Maintain availability to respond to crisis situations.
- Coordinate and link families with other community resources by making appropriate referrals, consulting and collaborating with other allied agencies such as Juvenile Court, Sandy City Family Violence Court/ Justice Court, Attorney General, Guardian Ad Litem, DCFS, Mental Health and private providers.
- Attend court hearings and other required meetings on behalf of clients.
- Coordinate domestic violence/ teen dating violence support groups.
- Facilitate community outreach events for at-risk families.
- Complete all case recording and required reports in the appropriate format and according to agency guidelines and policy.
- Close and/or transfer all cases within agency policy and program guidelines.
- Provide information to families, agencies and internal colleagues that is organized, pertinent, and in compliance with confidentiality requirements.
- Submit case updates to Family Violence Court on monthly basis or as needed.

IV. Marginal Duties:

- Attend meetings as required.
- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent. Graduation from an accredited college or university with a master's degree in social work, psychology, marriage and family therapy, professional counseling or related field.

Experience: Some Domestic Violence Counseling experience strongly preferred.

Certifications/Licenses: Must be certified and clinically licensed OR a Clinical Social Worker (CSW), Certified Professional Counselor Intern (CPCI) or Marriage and Family Therapist Intern (MFTI) within three months of obtaining licensure (with a supervisor willing to continue supervision once hired) in one of

the following: Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Marriage and Family Therapist (MFT) or other equivalent. Must possess a valid Utah Driver's License.

Knowledge of: Social casework principles; family therapy methods, principles and techniques; individual therapy methods, principles and techniques; crisis intervention theory and techniques; human development, behavior and adolescent development principles; domestic violence dynamics, resources and basic laws; emotional, personality and substance abuse disorders; public relations and communication skills; community resources and agencies; correct English usage, spelling, vocabulary and principles of basic computer use.

Responsibility for: Great responsibility for making decisions which may impact the activities and lives of juveniles and their families; the use of discretion and independent judgment; complying with codes of professional ethics; strictly follow agency policies, procedures and code of conduct; working credibly with confidential records and information.

Communication Skills: Regular and frequent contact with persons in difficult situations requiring tact and judgment to deal with and influence people; actively listen and give full attention to what other people are saying; talk to others and convey information effectively; deal well with upset and irate people and maintain a level of patience and empathy; public speaking skills strongly preferred.

Tool, Machine, Equipment Operation: Regular use of telephone, copy machine, fax machine and computer.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; bringing others together and trying to reconcile differences.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Generally comfortable working conditions; the noise level in the work environment is usually minimal; great mental effort is required daily; some stress may be associated with the position due to the nature of the work and clientele involved; constant attendance is required; work assignments are broad and performed with little or no supervision. Work schedule may be irregular, including evening work and call backs. Some travel is required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add or change duties at any time.

Department/Division Approval: _____ Date: _____

Human Resources Dept. Approval: _____ Date: _____